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ABSTRACT

A shortened version of the planning model developed in "A Policy Information System for Vocational Education" is contained in this booklet. Initial handout sheets for training sessions to get vocational administrators started in planning and utilizing the computer based system are presented. They include a list defining the categories on the input form and the type of information to be provided for each, and a list to facilitate selection and ranking of program goals. An example of the completed program with all options is also provided. (When completed, the program is designed to provide administrators with information on projected enrollments, cost, and comparative rankings of programs.) (BL)

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VOCATIONAL EDUCATION SUMMARY PLANNING PROGRAM

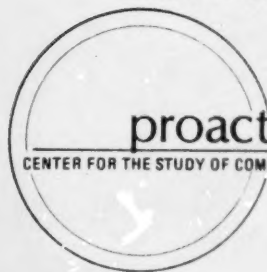
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CENTER FOR THE STUDY OF COMMUNITY AND EDUCATION PLANNING

U.S. DEPARTMENT OF HEALTH,
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Project Number: 498AH50216

January, 1977

VOCATIONAL EDUCATION
SUMMARY PLANNING PROGRAM

INTRODUCTION AND DIRECTIONS

The summary planning program is designed to assist in planning vocational education programs in one-year increments. If you desire the program output on more than a one-year basis, duplicate and submit a separate set of forms for each planning year. The Middle Cities Education Association will then process the forms and return the outputs to you. An example of the completed program with all options is included for your information. When completed, the program is designed to provide you with information on projected enrollments, costs, and comparative rankings of programs, based on the following:

PROGRAM INPUTS -- The output provided to you is based on information submitted in the enclosed forms. The program does not attempt to project student interest or job-related demand for districts; this information must be included.

The form provided on page 7 allows for 25 programs. Please copy the blank form and submit as many as you need to complete the information for all your programs. Any information that you cannot fill in or leave blank will be considered to have a value of zero. Disregard the numbers in parenthesis under each item heading and found elsewhere on these forms. These numbers are for our keypunchers. If you have any questions about filling out these forms, please contact the Middle Cities Education Association.

The information on page 7 requires a breakdown by program. The

term program has not been defined because we intend it to satisfy a variety of situations. For some schools each program could be a cluster, for some particular class, or they could be mixtures of clusters and classes.

GOAL SELECTION -- The Summary Planning Program contains a number of goal options which are listed on page 6. In order to receive an output, at least one of these must be selected. Since this is for your own information, we encourage you to request output for all goal options, as this will provide you with the maximum amount of information for your effort. (There is no additional cost for goal options.) Note that each goal output is on a separate sheet and may be removed from the package and used separately.

When the information has been received and processed, your computer output will be returned to you. Please allow 2 to 4 weeks. If our staff has some questions or problems with your data, they will call or write to the address given on page 3 of this form. All data submitted will be kept as confidential as possible.

Card 1

1. SCHOOL DISTRICT NAME _____ (1-20)
2. TOTAL ENROLLMENT (K-12, optional data) _____ (23-27)
3. TOTAL REVENUE (nearest dollar, optional data) _____ (30-41)
4. SCHOOL PLANNING YEAR or other _____ (44-63)
identification
5. TOTAL NUMBER OF PROGRAMS BEING SENT _____ (66-67)
(cannot exceed 50)

Name _____

Address _____

Phone Number _____

Date Sent _____

For Middle Cities Education Association Use:

Date Received _____

Date Punched _____

Date Completed _____

Date Mailed _____

Comments:

Mail the completed forms to the following address:

Middle Cities Education Association
516 Erickson
Michigan State University
East Lansing, MI 48824

DEFINITIONS

In order to maintain consistency throughout the program, the list below defines the categories on the input form and the type of information to be provided for each.

1. PROGRAM NAME: A name describing the program, cluster or specific course of study. Ideally, this name will also match the name of an occupational title; for example, welding. The name should be meaningful and consistent with other material describing your programs.
2. STUDENT INTEREST: The number of students who have expressed interest in the program. This may be obtained through a variety of measures or surveys.
3. PROJECTED SKILL -- RELATED PLACEMENT: The number of entry level positions that you expect to have available to the graduates of each program. This would usually be a projection of the number of jobs available in each occupation and the percentage of those jobs which are normally available to your students.
4. TRAINING STATIONS AVAILABLE: The number of students that each program has the capacity to serve. For example, if a program has 30 classroom spaces and each is used by two classes, the training stations available figure would be 60.
5. STAFF COST: Projected staff or instructional personnel costs to the nearest dollar for each program. This is based on the number of instructors needed times the projected salary and benefits for each instructor.
6. ALL OTHER COSTS: All other program costs to the nearest dollar. This includes all other costs (instructional materials, etc.) except staff costs.

CHECK HERE IF CAPITAL COSTS ARE INCLUDED:

☐

Yes

(68)

7. ANTICIPATED REIMBURSEMENT: Anticipated reimbursement revenues for each program (such as state aid) which reduce the cost to the local system, to the nearest dollar. (Optional)

CHECK TYPE OF REIMBURSEMENT INCLUDED:

STATE AID

☐

Yes

(69)

FEDERAL AID

☐

Yes

(70)

OTHER (please specify)

☐

Yes

(71)

The following two optional items are used in the formulation of goal options. These utilize your judgment as to desirable ratios for the most productive operation of each program.

8. DESIRABLE STUDENT INTEREST RATIO: Give as a percentage the amount of interest you would like to see for each training station available. For example, if you prefer to see one student interested for each training station available, the percentage would be 100.
9. DESIRABLE SKILL-RELATED PLACEMENT RATIO: In most programs, a number of students participate who do not wish employment, in that field, but simply desire the learning experience. Indicate the percent of students you wish to see participating to obtain employment in that skill. For example, if your goal is to place 40 percent of the graduates in jobs related to that skill, the percentage indicated would be 40.

GOAL SELECTION

The Summary Planning Program produces a list or ranking of individual vocational programs, starting with the "best" (program which best meets the goal) at the top, down to the program furthest from meeting that goal. Below that will appear a summary of all programs. This is illustrated in the sample output included with this form.

GOALS

1. STUDENT INTEREST: This goal produces a listing of programs ranked in order by the number of students interested. ☐ Yes (72)
2. JOB DEMAND: Produces a listing of programs ranked in order by the number of skill-related positions projected to be available. ☐ Yes (73)
3. TRAINING STATIONS AVAILABLE: Produces a list of programs ranked in order by number of students the program can serve (capacity). ☐ Yes (74)
4. This goal will show which of the programs if any have a big demand in terms of interest, but are not being served by present plans for Training Stations Available (lowest to highest). This goal minimizes the difference between Training Stations Available and Student Interest. ☐ Yes (75)
5. This goal will point out disparities with job openings (lowest to highest). This goal minimizes the difference between Training Stations Available and Expected Skill Related Placement. ☐ Yes (76)
6. This goal produces a list in the original order, but provides information that creates a balance between Expected Skill Related Placement, Training Stations Available, and Student Interest, using that desirable ratios you have chosen. An ideal number of training stations is calculated by using the Desired Skill Placement Ratio and the Expected Skill Related Placement figures. From this and the Desired Student Ratio, an ideal student interest figure is computed. Then the balance needed to achieve these ideals is made. Information given will include suggested cuts or additions to Training Stations Available, encouragement or discouragement of student interest, and the ideal Student Interest and Training Stations Available numbers. ☐ Yes (77)

SCHOOL DISTRICT NAME _____

Page 7
Summary Planning Program

(1-2)	PROGRAM NAME (4-23)	NUMBERS OF STUDENTS			NEAREST DOLLAR			PERCENTAGES	
		STUDENT INTEREST (24-28)	PROJECTED SKILL RELATED PLACEMENT (29-33)	TRAINING STATIONS AVAILABLE (34-38)	STAFF COSTS (39-45)	ALL OTHER COSTS (46-51)	ANTICIPATED REIMBURSEMENT (52-59) (Optional)	DESIRED STUDENT INTEREST RATIO (60-62) (Optional)	DESIRED SKILL PLACEMENT RATIO (63-65) (Optional)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
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18									
19									
20									
21									
22									
23									
24									
25									

7

11

CENTRAL CITY
TOTAL ANTICIPATED ENROLLMENT
TOTAL ANTICIPATED REVENUE
YEAR 74-75

	1 STUDENT INTEREST	2 PROJECTED SKILL RELATED PLACEMENT	3 TRAINING STATIONS AVAILABLE	4 STAFF COSTS	5 ALL OTHER COSTS	6 ANTICIPATED REIMBURSE- MENT	7 LOCAL COSTS 4+5-6	8 CUMULATIVE LOCAL COSTS	9 LOCAL COSTS PER PUPIL 7/3	10 RANKS FOR NUMBER OF STUDENTS TO L	11 COLUMNS 7 COSTS L TO H
17.0008 GEN MERCH	57	14	37	649.20		16437	8550.9	455.9	131	1	1
17.0009 NURSE AIDE	57	14	37	165.20		6775	979.7	53.5	131	1	1
17.0010 FOOD MGT	57	14	37	101.80		18634	145.1	53.5	131	1	1
17.0011 CLERK/STENO	57	14	37	57.70	7594	17188	5752.9	117.2	131	1	1
17.0012 AUTO BODY	57	14	37	137.9	4951	6118	2146.1	131.0	131	1	1
17.0013 AUTO MECH	57	14	37	137.9	99	4328	2146.1	131.0	131	1	1
17.0014 CUSTODIAL SR	57	14	37	137.9	99	4328	2146.1	131.0	131	1	1
17.0015 ELECTRONICS SR	57	14	37	137.9	99	4328	2146.1	131.0	131	1	1
17.0016 GRAPHIC ARTS	57	14	37	137.9	99	4328	2146.1	131.0	131	1	1
17.0017 MACH SHOP	57	14	37	137.9	99	4328	2146.1	131.0	131	1	1
17.0018 WELDING	57	14	37	137.9	99	4328	2146.1	131.0	131	1	1
17.0019 SMALL ENG.	57	14	37	137.9	99	4328	2146.1	131.0	131	1	1
TOTALS	2595	371	1175	36484	2414	39913	191385	163	12	12	11

** INCLUDES STATE AID

SAMPLE PROGRAM

CENTRAL CITY
TOTAL ANTICIPATED ENROLLMENT
TOTAL ANTICIPATED REVENUE

-6
-6

YEAR 74-75
LIST IN ORDER BY LOCAL 1

THE PROGRAM WITH THE HIGHEST STUDENT INTEREST

WILL APPEAR FIRST ON DOWN TO THE PROGRAM WITH THE LEAST.

	1 STUDENT INTEREST	2 PROJECTED SKILL RELATED PLACEMENT	3 TRAINING STATIONS AVAILABLE	4 STAFF COSTS	5 ALL OTHER COSTS	6 ANTICIPATED REIMBURSE- MENT**	7 LOCAL COSTS 4+5-6	8 CUMULATIVE LOCAL COSTS	9 LOCAL COSTS PER PUPIL 7/3	RANKS FOR 1 2 3 NUMBER OF STUDENTS			COLUMNS 7 9 COSTS																						
	S	T	U	D	E	N	T	S	H	E	A	R	E	S	T	O	D	O	L	L	A	R	C	O	S	T	S	H	T	O	L	L	T	O	H
2	67.4363	NURSE AIDE	56	28	52	16572	0	6775	9737	9797	188	5	6	7	8																				
4	67.4363	CLERK/STENO	100	315	67126	7594	17188	57526	67317	183	1	2	3	17	8																				
14	67.4363	GEN MERCH	110	370	64966	0	16437	49589	115826	131	1	4	5	10	4																				
17	67.4363	AUTO MECH	145	180	70134	99	43328	26913	142739	150	1	5	6	10	5																				
17	67.4363	AUTO BODY	133	24	15779	4956	6119	14625	157164	609	5	8	10	7	12																				
17	67.4363	ELECTRONICS	93	44	17481	403	1196	16618	173672	377	6	10	7	10	10																				
17	67.4363	MACH SHOP	7	25	6586	99	11011	-4326	169646	-172	7	11	8	11	11																				
17	67.4363	WELDING	12	51	11144	4653	17099	-1382	168344	-25	9	4	5	6	6																				
17	67.4363	FOOD MGT.	3	47	19110	675	18634	345	169795	31	10	9	4	5	5																				
17	67.4363	GRAPHIC ARTS	9	34	9103	1354	735	2672	179467	483	11	6	11	10	11																				
17	67.4363	CUSTODIAL SVC	15	58	3732	613	651	384	183151	184	11	10	11	11	11																				
12	67.4363	SMALL ENG.	5	28	5051	3968	785	8234	191498	353	12	10	11	11	11																				
TOTALS	2593	371	1175	31684	24414	139913		191385	163																										

** INCLUDES STATE AID

SAMPLE PROGRAM

11

10

SAMPLE PROGRAM

16

17

-8-

WILL APPEAR FIRST ON DOWN TO THE PROGRAM WITH THE LEAST.

•• INCLUDES STATE AID

SAMPLE PROGRAM

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CENTRAL CITY
TOTAL ANTICIPATED ENROLLMENT
TOTAL ANTICIPATED REVENUE

-6

YEAR 74-75
LIST IN ORDER BY GOAL 5

THIS GOAL IS A MODEL OF AN IDEAL SYSTEM AND SHOULD BE REVIEWED CAUTIOUSLY.
IT TRIES TO MAKE AN OPTIMUM BALANCE BETWEEN

STUDENT INTEREST PROJECTED SKILL RELATED PLACEMENT AND TRAINING STATIONS AVAILABLE.

COL 1-3 COL 4 COL 5
COLS 6-9 ACHIEVE A BALANCE BETWEEN THE IDEAL (COLS 10 AND 11) AND THE PLANNED (COLS 1 AND 3)

STUDENT INTEREST	PROJECTED SKILL PLACEMENT	TRAINING STATIONS AVAILABLE	DESIRABLE STUDENT INTEREST RATIO	DESIRABLE PLACEMENT	REDUCE TRAINING STATIONS BY	TRY TO ENCOURAGE STUDENT INTEREST	TRY TO DIVERT STUDENT INTEREST	INCREASE TRAINING STATIONS	IDEAL NUMBER OF STUDENTS INTERESTED	IDEAL NUMBER OF TRAINING STATIONS AVAILABLE
S	T	U	D	N	T	S	R	S	T	S
11-16	11-16	11-16	11-16	11-16	11-16	11-16	11-16	11-16	11-16	11-16
17-22	17-22	17-22	17-22	17-22	17-22	17-22	17-22	17-22	17-22	17-22
23-28	23-28	23-28	23-28	23-28	23-28	23-28	23-28	23-28	23-28	23-28
29-34	29-34	29-34	29-34	29-34	29-34	29-34	29-34	29-34	29-34	29-34
35-40	35-40	35-40	35-40	35-40	35-40	35-40	35-40	35-40	35-40	35-40
41-46	41-46	41-46	41-46	41-46	41-46	41-46	41-46	41-46	41-46	41-46
47-52	47-52	47-52	47-52	47-52	47-52	47-52	47-52	47-52	47-52	47-52
53-58	53-58	53-58	53-58	53-58	53-58	53-58	53-58	53-58	53-58	53-58
59-64	59-64	59-64	59-64	59-64	59-64	59-64	59-64	59-64	59-64	59-64
65-70	65-70	65-70	65-70	65-70	65-70	65-70	65-70	65-70	65-70	65-70
71-76	71-76	71-76	71-76	71-76	71-76	71-76	71-76	71-76	71-76	71-76
77-82	77-82	77-82	77-82	77-82	77-82	77-82	77-82	77-82	77-82	77-82
83-88	83-88	83-88	83-88	83-88	83-88	83-88	83-88	83-88	83-88	83-88
89-94	89-94	89-94	89-94	89-94	89-94	89-94	89-94	89-94	89-94	89-94
95-100	95-100	95-100	95-100	95-100	95-100	95-100	95-100	95-100	95-100	95-100
TOTALS	13	13	13	13	13	13	13	13	139	928

14

SAMPLE PROGRAM

24

25

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A Policy Information System for Vocational Education

Preliminary Long-Range Planning Model

Vocational Education Summary Planning Program

Data Element Dictionary for Vocational Education

A Ph.D. Program in Education Planning

Planning for Vocational Education: A Selected Bibliography

Policy Information System Computer Program

Implementing Long-Range Planning for Vocational Education

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